



Project: State of Washington Multi-Agency Forest Project
Title: Project Document Control Process
Version: 1.0
Status: Approved
Date: March 30, 2001

Goal: This document describes the control, review, and approval process for all official documents that are part of the above-captioned project.

DEFINITIONS

- **Document:** A document is a written project deliverable subject to the project schedule.
- **Title:** The short description of the document. The title should succinctly describe what the document is and sufficiently distinguish it from other project documents.
- **Version:** When a document is first created, its version is 1.0. Once it is approved, subsequent versions are incremented by one—2.0, 3.0, etc. The version number and status completely indicate the control condition of the document.
- **Status:** A controlled project document can be in one of three status conditions—
 - **In Development** (under review by the Steering Committee)
 - **Draft for Comment** (reviewed by the Steering Committee and disseminated outside the Steering Committee for comment)
 - **Approved.** (endorsed by the Steering Committee)
- **Date:** The issue date of the version/status combination.

PROCESS

1. **Initial version and status:** When a controlled document is first created, it receives **Version 1.0** and status **In Development**.
2. **The Steering Committee changes the document's status:** When ready, the document comes forward to the Steering Committee for decision and the status changes to **Draft for Comment**.
3. **Draft for Comment documents run through a one-week review cycle or other review cycle at the direction of the Steering Committee:** The Steering Committee changes a document's status to Draft for Comment. The Project Manager issues the document that day with a comment deadline of the following Wednesday. The Project Manager compiles the comments, and directs any required rewrite for presentation to the Steering Committee that Friday. The revised document will come

to the Steering Committee as a decision item to **Approve** the document. If the Steering Committee approves the document, go to step four. If not, repeats step three.

4. **The Steering Committee approves the document:** When the Steering Committee approves a document (or approved component of a document, such as a chapter) its status changes to **Approved** and the document is issued or published with the official endorsement of the Steering Committee.
5. **Revising an existing approved document:** An interested party submits a change request to the Project Manager, setting forth the change they desire and why they want it. If the Project Manager decides to revise the document, he creates a copy of the **Approved** document, increments its version, and changes its status to **Draft for Comment**. The approval cycle repeats starting from step three. The Steering Committee may decide not to approve the revised document, in which case the proposed changes either die or are “parked” against the next revision cycle for that document.